



1.0 Purpose

Maintain a history of Utility Meter readings for each building on the DFC, which will enable the management team and energy associates to make better decisions regarding the feasibility of projects and rent stream within the property.

2.0 Activity/Department

Property Managers for all Teams and assigned Energy Associates

3.0 Forms Used

- Team Energy Usage spreadsheets located on P: drive, DFCO, Energy Use.
- Team Energy Savings Project Tracking Spreadsheets located on P: drive, DFCO, Energy Use.

4.0 References

GSA Guidance for Advance Electric Metering in Federal Buildings, Federal Energy Management Program, Office of Energy Efficiency and Renewable Energy, 12/05/2005
Executive Order 13123

5.0 Acronyms, Abbreviations, and Definitions

No cost low cost projects are projects less than \$10,000 that have an energy savings pay back of 1 year or less.

TMA is the Operations and Maintenance service call and preventative maintenance tracking software program.

6.0 Exclusions

Buildings with Gross Square footage less than 1,000 square feet.

7.0 Procedure

- 7.1 Teams will maintain metering history data on the Team spreadsheets on P: drive. Property Managers and Energy Managers will review the data and identify facilities and buildings with high or abnormal energy use.
- 7.2 Property Manager will then investigate the high usage building and determine what is causing the high use. On no cost/low cost findings, the Operations and Maintenance contractor will repair the cause of the high usage.



- 7.3 In instances where the costs to reduce the high usage are greater than \$2,500, the teams will assign a project manager to the project and evaluate the cost/benefit of repair. The Property Managers will decide on corrective action.
- 7.4 All energy savings project will be documented and tracked on the Team Energy Savings Project Tracking Spreadsheets located on P: drive, DFCO, Energy Use.
- 7.5 Calibration and Maintenance of Utility Meters will be tracked through the Operation and Maintenance tracking software program call TMA

8.0 Records

- Meter Reading History for each Building
- Team Energy Usage spreadsheets located on P: drive, DFCO, Energy Use
- Team Energy Savings Project Tracking Spreadsheets located on P: drive, DFCO, Energy Use
- Maintenance records in the Operations and Maintenance service call and preventative maintenance tracking software (TMA)